

## CAVE CREEK UNIFIED SCHOOL DISTRICT

**Position Title:** Dispatcher

**Department:** Transportation

**General Responsibilities:** Assists the Director of Transportation in planning, coordinating and maintenance of bus routes, schedules, field trips and bus stops for students requiring transportation. Perform related secretarial and computer tasks needed for operating an efficient running transportation department, while maintaining a high level of confidentiality concerning student and employee matters. Drive a school bus when needed.

**Major Tasks:**

- Plans and updates bus routes, schedules and bus stops.
- Prepare reports and maintain transportation records as necessary.
- Assures route coverage for all routes, assigning drivers and combining routes when needed to ensure full coverage of all routes.
- Maintains two-way communication with drivers, parents and schools of routes, boundaries and bus changes.
- Monitors the two-way radio.
- Maintains files and accurate records of all mileage, student counts, field trip billings, fuel and other records as assigned by the Director.
- Maintain confidentiality in all matters.
- Operates office equipment.
- Manage fuel system: tracking and ordering.
- Handle emergency situations quickly, calmly and efficiently.
- Substitutes as a bus driver when needed.
- Coordinates student discipline from school bus incident reports.
- Performs other job related duties as assigned.

**Qualifications:**

- High school graduate, or equivalent.
- Knowledge of or willing to learn appropriate record keeping management.
- Effective interpersonal communication skills.
- Knowledge of office methods and office equipment.
- Proficient with computer software i.e. excel, word, etc
- Arizona Commercial Driver's License, Class "B" with a "P" and "S" Endorsements and an Arizona School Bus Driver's Certificate.
- Knowledge of state and local laws applicable to the operation of vehicles used for transportation of school children.
- FLSA: Hourly

**Closing Date:** 8/30/2007 – Open until filled

Applications can be obtained on our website at: [www.ccusd93.org](http://www.ccusd93.org)

Call the Transportation Department at 480-575-2080 with any questions.